

**CONFIDENTIAL**

JUL 15 1954

MEMORANDUM FOR: Comptroller

SUBJECT: Approval of Obligations Against Office of Personnel Allotments

1. The Budget Officer, Office of Personnel, is responsible for the coordination of all budgetary requirements for this office and for the maintenance of appropriate controls and records concerning obligations against Office of Personnel allotments.

2. To assist us in insuring that no obligating instruments are processed without clearance through our Budget Officer, I would appreciate your instructing the Fiscal and Finance Divisions to return to the originator any requisition, voucher or other obligating document for items, other than personal services, chargeable to allotments in [REDACTED] which has not been approved by the Budget Officer. The present incumbent of this position is [REDACTED] In her absence, approvals will be given by the Executive Officer, Office of Personnel. The present incumbent of the latter position is [REDACTED]

25X1A

25X1A

25X1A

25X1A

25X1A

Deputy Assistant Director  
for Personnel

**CONFIDENTIAL**